

THE VILLAGE GREEN OWNERS ASSOCIATION
Board of Directors Regular Open Meeting Minutes
Tuesday, October 25, 2016.

DIRECTORS PRESENT: Jerri Allyn (JA), President; Joseph Khoury (JK), Vice President; Steve Haggerty (SH), Treasurer; Claire Joyce (CJ), Secretary; Reuben Ginsburg (BG); Lucy Fried (LF); Ethan Markowitz (EM); Anne McGinn (AMcG).

EXCUSED: Norma Miller (NM)

ALSO PRESENT: Sherri Giles (SG), Operations Manager; Martin Breit (MG), Facilities Engineer

JA opened the homeowner comments period at 7.01pm with 7 directors present.

1. HOMEOWNER COMMENTS

A. Ms. Elliot commented on lighting in court 2. MB will follow up. *Action Item MB.*

B. Mr. Feldman commented on washer/dryers. SG requested Mr. Feldman email details. SG will follow up. *Action Item SG.*

C. Ms. Honda commented on sewage problems in court 3.

2. CALL TO ORDER

JA called open session to order at 7.07pm with 8 directors present.

3. ADOPTION OF AGENDA: JA moved to adopt the agenda, SH seconded. **Passed 8-0.**

4. BUSINESS

A. Approval of Regular Open Meeting Minutes, Sept 27, 2016. JA moved to approve, LF seconded. Amended to add “to accompany copy of CLR” to last sentence in item 4E. As amended, **passed 8-0.**

B. Resolution 16-85. Schedule Operations Budget Meeting.

JA moved the directors agree to a special open board meeting to finalize and approve the 2017 operating budget (and withdrew adding delinquency review, which will be conducted in executive session this evening) on November 1 at 7pm. SH seconded. **Passed 8-0.**

C. Resolution 16-86. Holiday Open Meeting Date Changes.

SG introduced the item to move the regular open meetings in November and December to accommodate the holidays. After discussion, JA moved to move the November meeting to November 15. SH seconded. **Passed 8-0.** SG will check on election timetable to inform eligible dates for the December meeting and add to November agenda. *Action Item SG/CJ.*

D. Resolutions 16-87 and 16-88: Liens.

JK moved to approve the recording of a lien against Assessor’s Parcel Numbers 5025-012-122 and 5025-007-049, CJ seconded. **Passed 8-0.**

E. Resolution 16-89. Roof Cleaning Change Order.

SG introduced and JK moved to approve Modification Change Order 2016-1 to the contract with Tri-

County Power Washing, dated January 26, 2011, modification to clean out and remove all debris and any obstructions from roofs on all building on the property at a cost of \$10,500 to be allocated to GL#63190 Roof Cleaning/Maintenance/Repair. EM seconded. After discussion including their process, and specifically regarding blowing debris, SG clarified management will direct them to minimize blowing down, particularly onto landscaping beds. **Passed 7-0-1.** (Abstain: LF).

F. DRC Resolution 16-90. Escrow/DRC Cover Letter regarding the Mills Act.

JA introduced and moved the directors to approve 1. An edited letter for buyers considering a purchase of a VG condo, provided to those in escrow; 2. Addendum/ cover letter to accompany the “DRC/Application for Modification” provided to owners. It is also recommended this be distributed, along with parking tags, to new owners when they register their cars; and c. Updating the website regarding the process, timeline and Mills Act requirements for approval of modification applications. LF seconded. Discussion included an editing committee to refine the language, inclusion of the Declaration of Annexation and removing specific numbers regarding Mills Act tax relief due to variation and fluctuation. Amended to 1. form the executive editing committee (LF/CJ), 2. allow two weeks of director suggestions of changes or additions and 3. Return for vote next month. As amended, **passed 8-0. Action Item LF/CJ/JA.**

G. Safety Committee Resolution 16-91. Request for Original Village Green Lighting Plan.

EM moved the at the VGOA Board of Directors instruct the Village Green management staff to provide the safety committee with a draft of the original Village Green light plan documents. JA seconded. After discussion including flexibility in the HSR and availability of a digitized plan, **passed 8-0.**

H. Communications Committee Resolution 16-92. Management Input for Website.

CJ moved the board approves that VG management adopts the practice of emailing the website team at villagegreenwebsite@gmail.com any notice they post to the general notice board at the Clubhouse for inclusion on the website bulletin board. LF seconded. **Passed 8-0.**

I. Landscape Committee Resolution 16-93. DWP Water Use for Irrigation Proposal.

LF introduced and moved that the BOD request recommendations from the landscape committee for the adoption of a protocol stating how much and how best to use DWP water on occasions when the VG well/pump is off-line for maintenance or repair. JA seconded. Discussion included consulting the horticulturist and arborist and SG recommended the committee start and flesh out the proposal, after which role of consultation can be established. **Passed 8-0.**

J. Landscape Committee Resolution 16-94. 2016 Replacement Planting, Group 3.

LF introduced and moved that the board approve the provided landscape replacement plantings in courts 6,7 and 14. CJ seconded. Discussion included relationship to historic plans, horticulturist input and water requirements. **Passed 8-0.**

K. Civil Code §5500 Quarterly Review.

A majority of directors have signed the 2nd Quarterly Review.

5. DESIGN REVIEW RECOMMENDATIONS

A. 5131. Kitchen & Bathroom Remodel. JA moved to approve the DRC recommendations. JK seconded. Discussion included permits. Owner clarified elements of the plan and provided additional

pictures. Owner will resubmit where DRC had insufficient information to approve. **Passed 8-0.**

B. 5175. Power Panel Replacement/Baseboard Heater Installation. JA move to approve DRC recommendation to approve. LF seconded. MB noted scope of work does not match the permit submitted with the application. Discussion included baseboard heater reversibility, use and cost. Amended to approve pending provision of updated appropriate permit to the office. **Passed 8-0.**

C. 5175. Bathroom Tile Replacement. JK moved to approve DRC recommendation to approve, JA seconded. Discussion included lack of availability of matching tile. **Passed 8-0.**

D. 5175. Tankless Water Heater. After reviewing details of the submission and particularly the unclear proposed location, JA moved to request the application be resubmitted with drawings and clarification of location next month. SH seconded. **Passed 8-0.**

E. 5400. Washer/Dryer Installation. JK moved to approve DRC recommendation to approve, JA seconded. After discussion including two new holes being put in the wall, and the stated requirement to core the slab to vent the dryer, amended to request prior to vote, clarification on why coring the slab is necessary and why a ventless dryer is not being proposed. As amended, **passed 8-0.**

F. 5407. Furnace Installation. JA introduced and moved to approve the DRC recommendation to approve. EM seconded. MB reported on his and Mr. Graves ongoing consulting and oversight on this situation and course of action. Discussion included problems getting permits for this work in the past. **Passed 8-0.** MB will include an update on the progress of this work and successful acquisition of the appropriate permit in the next manager's report. *Action Item MB.*

G. 5538. Kitchen & Bathroom Remodal. JA moved to approve the DRC approval with exceptions/recommendations with specifics noted in the "Rationale for Action" sections. SH seconded. **Passed 8-0.**

6. CORRESPONDENCE – BOARD ACTION REQUESTED

A. Unit Repair Issues. MB introduced the issue and process underway. Discussion including informing the homeowner and whole building 10 of the process reported on, findings and plan moving forward. *Action Item MB.*

B. Unit Plumbing Issues. Homeowner spoke during homeowner comments. MB explained the issue and process underway and will follow up as necessary.

7. FINANCIAL REPORTS

A. Financial Statements - Reviewed and noted.

B. Treasurer's Report - Reviewed and noted.

C. Variance Report - Reviewed and noted.

8. MANAGER'S REPORT

Reviewed and discussed. Under the Landscaping RFP Process, SG recommended the formation of a sub-committee to assist with the task of interviewing contractors, reviewing proposals and selecting qualified bidders for presentation to the board by the December meeting. Discussion included cost of bids coming in so far, moving landscaping in-house, cost associated with non-use of herbicides and ways to prioritize scope of work to budget and potential merits and disadvantages of use of sub-committee. JA moved to approve the formation of the subcommittee, comprised of directors LF and JK and landscape committee member Teresa Thompson. SH seconded. **Passed 6-2-0.** (Nay: EM, CJ). BG moved to concurrently request finding a consultant to cost out bringing landscaping in-house. No second received, motion failed.

9. PRESIDENT' REPORT Noted.

10. COMMITTEE REPORTS

Minutes and/or reports from the following committees were received and noted:

Communications; Court Council; Cultural Affairs; Landscape; Safety; Ad hoc Community Outreach.

a. JK introduced a Cultural Affairs Committee request for an additional \$2600 for the 75-year celebration in December and permission to approach VG and outside vendors for donations. After discussion of the documents received and consideration that it would constitute approving an expense without a resolution, the item was tabled and requested for presentation in resolution form at the November 1 meeting to allow for time for the party planning. **Tabled. Action Item JK.**

11. OPERATIONAL REPORTS

The following reports were received and noted:

Arborist Report; Preventative Maintenance Calendar; Parking Enforcement Summary; Garage Rental Report; Work Order Summary; Escort and Patrol Reports.

a. SH requested looking into Wash LLC sending financial reports. **Action Item SG.**

12. INFORMATION ITEMS

A. Record Request -1. Noted.

13. MEETING ADJOURNED TO EXECUTIVE SESSION by JA at 10.08pm.

During executive session on September 27, 2016, the board deliberated personnel matters, litigation, matters relating to violations, legal issues and payment of assessments. The board moved to foreclose on a lien against Assessor's Parcel Number 5025-012-114.

The next open session special meeting is scheduled for November 1, 2016 at 7pm.

The next open session regular meeting is scheduled for November 15, 2016 at 7pm.

Respectfully submitted,

Claire Joyce, Secretary